

Pittsburg Community Schools
USD 250 Virtual School (Grades 6–12)
Student & Family Handbook
2026–2027 School Year
“Inspiring Excellence in All”

Welcome to **USD 250 Virtual School**, serving Pittsburg Community Schools students in grades 6–12. Our virtual option provides flexible access to high-quality learning while maintaining the expectations, accountability, and support that help students thrive.

USD 250 Virtual School uses Edmentum as the primary virtual learning platform. This handbook explains how the program works and what students and families can expect.

Mission & Purpose

Pittsburg Community Schools’ mission is to provide a safe, orderly, student-centered learning environment that utilizes high-quality staff to establish partnerships between home, school, and community that work cooperatively and collaboratively to empower all students to learn while promoting respect for self and others.

Virtual School Purpose

USD 250 Virtual School exists to expand learning opportunities for students by providing a structured, standards-aligned virtual program that: Supports progress toward promotion (grades 6–8) and graduation (grades 9–12). Builds student independence, time management, and digital citizenship. Maintains strong communication and family partnership

Program Overview

- **District:** Pittsburg Community Schools USD 250
- **Grades:** 6–12
- **Platform:** Edmentum
- **Calendar:** Follows the USD 250 academic calendar
- **Instructional Model:** Primarily asynchronous online coursework with teacher monitoring, feedback, and required check-ins

Contact & Support (USD 250)

1. Mr. Andrew Brennon – General Questions regarding Edmentum.
2. Mr. J.B. Elliott – Questions regarding the virtual school process.

Technology Support

USD 250 Tech Support- Phone: 620-235-3100 - Address: 510 Deill Street, Pittsburg, KS 66762

Enrollment & Eligibility

USD 250 Virtual School is a district program for students in grades 6–12 who reside within USD 250. Proof of residency is required.

Eligibility Considerations

Virtual learning is not the best fit for every student. Enrollment decisions may include a review of: - Current academic standing and credit status - Attendance history - Student learning needs and ability to work independently - Behavior/discipline history (when applicable)

Enrollment Requirements

To enroll, families must complete the online USD 250 Virtual School form (Google Form on the USD 250 website, <https://www.usd250.org/resources/online-enrollment>) and complete district enrollment process and:

- Participate in required orientation
- Provide requested records (transcripts, attendance, IEP/504 as applicable) –
- Agree to attendance and pacing expectations

Enrollment Changes and Placement Transitions

Enrollment in USD 250 Virtual School, the alternative school, or a traditional school setting is intended to remain consistent for the duration of a semester. Students will not be permitted to switch between USD 250 Virtual School, the alternative school, or a traditional school setting except at the beginning of a semester, unless approved by the administration due to extenuating circumstances.

All requests for changes in placement must be coordinated in advance with the student's school counselor. Final approval of any placement change is subject to administrative review, course availability, and the student's academic standing.

Out-of-District Students

Out-of-district enrollment is not offered at this time.

Orientation

All students and a parent/guardian must complete orientation before coursework begins. Orientation includes: - Edmentum login, navigation, and expectations - Attendance and progress expectations - Required state/district assessments - Communication procedures and support options

Curriculum & Instruction (Edmentum)

USD 250 Virtual School uses Edmentum courses aligned to Kansas standards. Students will: - Complete lessons, practice activities, and assessments within Edmentum - Receive support from Edmentum staff (as determined by the program). Follow a course plan and pacing expectations designed to keep students on track

Credit & Course Structure

- **Grades 6–8:** Students are expected to complete a full schedule aligned to grade-level requirements.
- **Grades 9–12:** Courses are typically semester-based and may earn 0.5 credit per semester course (as applicable). Graduation planning follows USD 250 requirements.
- Students who plan to graduate and participate in the graduation ceremony are required to have a minimum of 26 units of high school in the appropriate area.
- **Minimum Graduation Requirements for Class 2025 - 2027**

Virtual School Graduation 25-27	
Course	Credits
ENGLISH	4
English 9 (full year)	
English 10 (full year)	

English 11 (full year)	
Speech or Theatre or Forensics or Debate	
English elective (semester)	
MATHEMATICS	3
Algebra I (or its equivalent)	
Math elective (full year)	
Math elective (full year)	
SCIENCE	3
Physical Science (full year)	
Biology (full year)	
Science elective (full year)	
SOCIAL STUDIES	3
American Government (semester)	
American History (full year)	
World Civilization (full year)	
Social Studies elective (semester)	
PE INTRO	½
HEALTH	½
FINE ARTS	1
ELECTIVES	11

- **Minimum Graduation Requirements for Class 2028 and Beyond**

Virtual School Graduation 28 and Beyond	
Course	Credits
ENGLISH	4
English 9 (full year)	
English 10 (full year)	
English 11 (full year)	
Speech, Forensics, Debate, or Real World	
English elective (semester)	
MATHEMATICS	3
Algebra I (or its equivalent)	
Math elective (full year)	
Math elective (full year)	
SCIENCE	3
Earth/Space (full year)	
Biology (full year)	
Physical Science elective (full year)	
SOCIAL STUDIES	3
American Government (semester)	
American History (full year)	
World Civilization (full year)	
Social Studies elective (semester)	
PE INTRO	½
HEALTH	½
FINE ARTS	1
STEM	1
ELECTIVES (Must Include Financial Literacy)	10

Attendance, Engagement, and KSDE Audit Expectations

Kansas virtual students 19 and under are subject to compulsory attendance and truancy requirements.

How Attendance is Counted in Virtual School

Attendance is measured using multiple indicators, including: - **Active time** in Edmentum (**engaged time—not idle time**) - Assignment and lesson completion - Teacher check-ins and documented communication

Weekly Engagement Expectation

Students are expected to maintain an average of 25 hours per week of learning time (often described as 360 minutes/day in Kansas virtual attendance guidance). Families should plan for consistent daily engagement.

KSDE Audit/“Count Day” and Attendance Documentation

USD 250 Virtual School will follow KSDE enrollment/attendance documentation expectations for virtual students, including: - Maintaining attendance documentation for the audit window from the **first day of school through early October** - Maintaining required enrollment documentation (including proof of Kansas residency when applicable)

Mandatory KSDE Audit Attendance Windows (“Audit Dates”)

Students may be required to demonstrate attendance on **two designated audit dates** (commonly structured as two **6-hour** days of active learning within a 24-hour period, scheduled during the fall audit window). Specific dates/times will be assigned and communicated during orientation.

Failure to meet audit requirements may result in withdrawal from the program. Students withdrawn from the program may move to the PASS Academy or to PHS/PCMS, depending on the recommendation of counselors and administration.

Academic Progress & Pacing

Students must make regular progress in every enrolled course.

Progress Expectations

- Students will receive pacing guidance at orientation and/or through their teachers.
- Falling behind may trigger an intervention plan and increased check-ins.

Academic Intervention Steps (Example)

1. Teacher contacts student and documents concerns
2. Teacher contacts parent/guardian with an improvement plan
3. Required meeting/check-in may be scheduled
4. Continued lack of progress may result in truancy procedures and/or withdrawal

Assessments & Testing

Kansas State Assessments and District Screeners

Students in required grades must participate in Kansas-mandated assessments and any required district screenings.

Proctored Testing

Some assessments (including end-of-course tests/finals, when required) may be proctored either: - In-person at a district site, or - Virtually with a secure proctoring process (when permitted)
Families are responsible for transportation to in-person testing unless otherwise arranged.

Grading

Grades are determined by course completion, performance on assessments, and meeting course requirements. USD 250 grading policies apply. **If a student is behind on pacing or missing required activities, the final grade reported may reflect incomplete progress even if the platform average appears higher.**

Graduation Requirements (Grades 9–12)

Graduation requirements follow **USD 250 Board of Education** requirements and Kansas standards. Students will review their graduation plan and a credit check with a counselor each spring semester during enrollment. Students are expected to remain on track to graduate with their cohort unless an alternate plan is approved.

Counseling & Academic Planning

Virtual students may access counseling supports for scheduling, graduation planning, and postsecondary preparation.

Special Education (IEP) and 504

- Placement in virtual school for students with disabilities is determined by the IEP/504 team.
- Services will be provided virtually when appropriate and in-person when required to implement the plan.

Parent/Guardian/Family Role (“Learning Coach”)

Family support is a key factor in virtual success. Parents/guardians are expected to:

- Help establish routines and a learning space
- Monitor progress and pacing
- Communicate with teachers when issues arise

Technology & Internet

- Reliable internet and a working device are required for success.
- District technology expectations (device checkout, acceptable use, damage responsibility) will follow USD 250 procedures.
- Students will be billed for damages or lost/stolen devices.
- Technical support is provided by USD 250

Enrollment Fees: \$45.00

In alignment with district policy:

- Students who qualify for free meals under the National School Lunch Program and provide consent will have applicable enrollment fees waived.
- Students who qualify for reduced-price meals and provide consent will receive a 50% reduction in applicable enrollment fees.

Technology Fees

- \$5.00 - Students who qualify for the Free Lunch Program
- \$15.00 - Students who qualify for the Reduced Lunch Program
- \$30.00 - Students who are full pay for the National School Service Program

Collection of Enrollment and Technology Fees:

- Online enrollment for new and returning students generally opens on July 1.
- Fees may not appear in the online system until up to 72 hours after the enrollment form is completed.
- Enrollment is not complete until all required fees are paid or payment arrangements have been made.
- Students with outstanding balances from a previous school year may be restricted from enrolling until those balances are paid in full.
- At Pittsburg High School, Chromebooks will be issued on the first day of school only to students who have completed enrollment and paid applicable fees.

Fees may be paid using one of the following methods:

- Online: Through the district’s payment system (MySchoolBucks).
- In Person: At your student’s school building or the Board of Education office.

- By Mail or Delivery: Payments may be sent to the Business Office. Partial payments are accepted. Please include your student's name(s) with all payments.
 - USD #250 Business Office
PO Drawer 75
Pittsburg, KS 66762-0075

Payment Plans

Families who are unable to pay the full amount may request a payment plan. Please contact the Board of Education office at (620) 235-3100 for more information.

Collection of Unpaid Fees

The district follows a consistent process for collecting unpaid fees, including fees for damages to school property, technology, or library materials

- Fees will be assigned and invoiced through MySchoolBucks (MSB).
- Guardians will be notified of the charge and provided payment instructions.
- The district will make up to three (3) attempts to collect payment.
- If the balance remains unpaid after these attempts, the account may be referred to a collections agency.

The collection of unpaid fees process applies to:

- Damage to school property
- Technology-related fees
- Lost or damaged materials

Student Participation in Pittsburg High School Activities and Events

Students enrolled in the USD 250 Virtual School are considered USD 250 students and may have opportunities to participate in activities and events at Pittsburg High School (PHS) and Pittsburg Community Middle School (PCMS), subject to the guidelines below.

KSHSAA Activities

Virtual School students may participate in Kansas State High School Activities Association (KSHSAA)-sanctioned activities (e.g., athletics, music, and other interscholastic programs) at PHS/PCMS provided they meet all KSHSAA eligibility requirements, as well as any applicable USD 250 and PHS/PCMS participation standards.

School Events and Dances

USD 250 Virtual School students may attend school-sponsored events at PHS, including dances and prom, as a guest of an eligible PHS student, provided they:

- Are currently enrolled in USD 250 Virtual School
- Meet all guest attendance requirements established by PHS
- Are in good academic and behavioral standing
- Comply with all PHS rules, procedures, and expectations for the event

Virtual School students attending PHS events are subject to the same codes of conduct and disciplinary expectations as in-person PHS students. Failure to follow school expectations may result in denial of participation in future events and/or additional disciplinary action in accordance with USD 250 policies.

General Provisions

Participation in activities and events may require completion of additional forms, payment of applicable fees, and adherence to deadlines established by PHS. The district reserves the right to determine eligibility and participation on a case-by-case basis consistent with district policy and applicable regulations.

Part-Time Enrollment in USD 250 Virtual School

USD 250 Virtual School offers part-time enrollment options for students who wish to take one or more courses through the virtual program while remaining enrolled in another educational setting.

Part-Time Eligibility

Part-time enrollment is available to students who:

- Meet district residency requirements (or are otherwise eligible under Kansas law);
- Are concurrently enrolled in another accredited school, homeschool, or educational program; and
- Receive approval from USD 250 Virtual School administration.

Part-Time Enrollment Status

Part-time students are enrolled in individual virtual courses rather than a full academic program. Enrollment is subject to course availability, staffing, and administrative approval. In accordance with Kansas law, part-time students are reported based on full-time equivalent (FTE) enrollment, which is determined by the amount of time the student is actively engaged in virtual coursework.

Course Load and FTE Limitations

Part-time enrollment through USD 250 Virtual School is intended to supplement a student's primary educational placement. The USD 250 Virtual School will enroll students only to the extent that each student remains at or below an FTE of 1.0. This includes combining coursework from USD 250 Virtual School and any other school or program.

The district reserves the right to limit course enrollment to ensure compliance with FTE requirements and to support student success.

Part-Time Course Load and Scheduling

- Part-time students may enroll in one or more courses as approved by the school.
- Course pacing and expectations are equivalent to those of full-time virtual students unless otherwise specified.
- Students must adhere to course timelines, assignment deadlines, and teacher communication expectations.

Part-Time Attendance and Participation

- Attendance for virtual courses is defined by active engagement, including login activity, assignment completion, and communication with instructors.
- Part-time students must meet the same participation and progress expectations as full-time students for each enrolled course.
- Failure to maintain adequate progress may result in removal from the course.

Academic Expectations for Part-Time Students

- Students must demonstrate competency in course content and complete all required coursework and assessments.
- All state-required assessments must be completed when applicable.

Extracurricular Participation

Part-time students may be eligible to participate in extracurricular activities in accordance with district policy and KSHSAA eligibility requirements.

Transition Between Part-Time and Full-Time Status

Students may request a change between part-time and full-time enrollment. Approval is contingent upon:

- Academic standing,
- Space availability, and
- Administrative review.

Special Education Services

Students with disabilities will receive services as determined by the IEP team. Placement in virtual courses must be deemed appropriate for the student's needs.

Additional Considerations

- The virtual learning environment may not be appropriate for all learners.
- Parents/guardians share responsibility for ensuring student engagement and progress.
- The district reserves the right to limit or deny part-time enrollment based on program capacity or student performance.

Communication

Because virtual learning depends on partnership and responsiveness:

- Students and families should check email/messages regularly.
- Staff will respond during school days within a reasonable timeframe (typically within **one school day**).
- Meetings may be scheduled virtually or in person as needed.

Student Conduct & Academic Integrity

Students must follow district expectations for respectful, responsible behavior in both online and in-person settings.

Academic Integrity

Students are expected to complete their own work. Academic dishonesty includes (but is not limited to):

- Copying and pasting answers from the internet
 - Using "answer sites" to complete graded work
 - Having another person complete work
 - Submitting AI-generated work as original (unless explicitly permitted by the teacher)
- Violations may result in loss of credit, disciplinary action, and/or removal from the program.

Dress Code

When attending in-person meetings, tutoring sessions, or testing, students must follow USD 250 dress code expectations.

Inclement Weather

If USD 250 closes for weather/emergencies, district offices and in-person supports may be unavailable. Students are still encouraged to work online if they have access.

Non-Discrimination

USD 250 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. **Add USD 250 Title IX/504 coordinator contact details here (district-designated).**

FERPA – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records that are kept and maintained by Pittsburg USD 250. In accordance with FERPA, you are required to be notified of those rights, which include:

1. The right to review and inspect all of your educational records, except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if a. we have your prior written consent for disclosure; b. the information is considered “directory information” and you have not objected to the release of such information; or c. disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate, or otherwise in violation of your rights. This Right includes the right to request a hearing at which you may present evidence to show why the record should be changed if your request for an amendment to your records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD 250 has failed to comply with FERPA’s requirements.
5. The right to obtain a copy of USD 250’s policies for complying with FERPA. A copy may be obtained from the office of the superintendent, 510 Deill, Pittsburg, Kansas.

For purposes of FERPA, USD 250 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of study and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD 250 at the office of the Superintendent, 510 Deill, Pittsburg, on or before September 10 of each school year. If a refusal is not filed, USD 250 assumes that there is no obligation to the release of the designated directory information.

KSDE Virtual Requirements (Program Checklist)

This section is included to help align program practices and handbook language with KSDE virtual education requirements and common audit expectations.

1) Definition & Program Characteristics

- Virtual education is offered **for credit** and uses **internet-based instruction**
- Instruction is primarily **asynchronous** (student and teacher are not required to be in the same place/time)

- Students must demonstrate **competence** in each course and participate in **state assessments**

2) Enrollment & Documentation

- Enrollment eligibility and records maintained (including transcripts for HS)
- Proof of Kansas residency is maintained for audit when applicable
- Orientation and program expectations communicated prior to coursework start

3) Attendance & Engagement

- Attendance measures include active participation time and progress indicators
- Students maintain regular engagement consistent with compulsory attendance expectations
- Attendance documentation retained from start of school through early October for the audit window

4) Audit Dates / Count Documentation (Fall)

- Students complete required audit attendance windows (often structured as two 6-hour days of active learning)
- Documentation verifies active time (idle time excluded)
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5) Assessments

- Participation in Kansas State Assessments in required grades
- Local/district screening requirements met
- Proctoring procedures in place when required

6) Support Services & Student Protections

- Special education/504 procedures documented and implemented
- Counseling access and academic planning supports available
- Academic integrity and conduct expectations defined and enforced

Handbook Acknowledgement

Students and families are responsible for understanding and following this handbook. Policies may be updated in accordance with USD 250 Board of Education policy and KSDE requirements.